



WELCOME TO THE FOSTER GLOCESTER REGIONAL SCHOOL DISTRICT

Directions for Registration for Grades 9-12

137 Anan Wade Road Glocester, RI 02857

Phone: (401-710-7500) Email: (ckoehler@fgschools.com or bkelloqq@fgschools.com)

- Parent/guardian to register the student with our online database (ASPEN)
 - **Please note: cell phones and tablets can't be used at this time**
 - Parent/Guardian set-up an appointment with the registrar
 - ☐ call 401-710-7500 for an appointment
 - Please see the REQUIRED DOCUMENTS list provided below.
 - ☐ **Registrations are not complete until all documents are received.**

Required Documents for Registration

[Click here](#) to instructions to scan documents for iPhone

[Click here](#) for instructions to scan documents for android

- An original or certified copy of student's birth certificate.
- Parent/Guardian driver's license
- Registration Documents (Please click: [High School Registration Packet](#))
- Current Immunization records (**Upload in online registration**)
- Prior school records (if applicable)
 - Transcripts/most recent report card (if applicable)
 - Copy of students IEP or 504 plan (if applicable)
- **All documents can be uploaded together unless otherwise specified**
- Proof of Residency: The Foster-Glocester Regional School District require **2** documents verifying residency for the student(s) being enrolled. You must provide one (**1**) document from category A and one (**1**) document from category B. *Please feel free to black out any sensitive financial/personal information included on your documents.*
- **TO PROVE RESIDENCY in the Town(s) of Foster/Glocester (or other town(s) for CTE students only), the following must be provided at the time of student registration or any subsequent change of address with their address affidavit notarized:**

Category A – Choose 1

- **Current** Mortgage statement or copy of mortgage deed
- **Current:** Lease/Rental Agreement
- Legal Affidavit from landlord affirming tenancy
- Property Tax Bill (past year)
- Section 8 Agreement
- Purchase and Sales Agreement

Category B – Choose 1

- **REQUIRED:** Utility bill Statement (Last 30 days)
Gas, Electric, Water, Oil, Cable
- Student Loan statement (Last 30 days)
- Credit Card statement (Last 30 days)
- Insurance Bill/policy (Last 30 days)
- **Current** Vehicle registration
- Payroll Stub (Last 30 days)
- Bank Statement (Last 30 days)
- W-2/Tax Return (past year)
- Vehicle Tax Bill (past year)
- Proof of SNAP/SSI (Last 30 days)

- **If you already have an Aspen account with the Foster – Gloucester Regional School District** - sign in using your **current user id and password**.
 - If you cannot remember your login information and need assistance, please call the registrar
- **If you are new to the Foster Gloucester Regional School District** - follow the steps below to request an account
 - **Click Here** to begin your account request- this link will bring you to the **Aspen** page
 - On the **Aspen** page click on **“Request an Account”**.

- **Select an Account Type (please be sure to read both options before selecting an option)**

- **Fill in the information as requested by the system and create your account**
 - Once your account request has been verified (via email), login to Aspen using your **email address and the password you created**

Once you are logged in to Aspen, scroll down to:

- **NEW STUDENT REGISTRATION** - Click +Initiate to begin a new New Student Registration for Foster Gloucester Regional School District
- **Click on +Initiate**

CLICK HERE WHEN YOU ARE READY TO BEGIN